

15. AUDITS

STANDARD 15.1

The Washoe County Sheriff's Office (WCSO) DNA Section shall be audited annually in accordance with Federal DNA Quality Assurance Standards. The annual audits shall occur every calendar year and shall be at least 6 months and no more than 18 months apart. Audits shall be conducted by an audit team comprised of qualified auditor(s) having at least one team member who is or has been an analyst previously qualified in the laboratory's current DNA technologies and platform.

STANDARD 15.2

At least once every two years, an external audit shall be conducted by an audit team comprised of qualified auditors from a second agency(ies) and having at least one team member who is or has been previously qualified in the laboratory's current DNA technologies and platform.

15.2.1 Each DNA Criminalist, CODIS Administrator, and DNA Technical Leader shall have his/her educational requirements evaluated and approved during two separate external audits conducted after July 1, 2004. Approval of an individual's educational requirements shall be documented in the audit document.

15.2.2 Each validation study shall be evaluated and approved during one external audit. Approved validation studies shall be documented in the audit document.

STANDARD 15.3

For internal audits, the auditor or audit team shall include a currently qualified auditor and a current or previously qualified analyst in the WCSO DNA Section's current DNA technologies and platform.

STANDARD 15.4

Internal and external audits shall be conducted utilizing the FBI DNA Quality Assurance Standards Audit Document.

STANDARD 15.5

Internal and external DNA Audit documents and, if applicable, corrective action(s) shall be submitted to the DNA Technical Leader for review to ensure that findings, if any, were appropriately addressed.

15.5.1 All external audit documentation and WCSO DNA Section responses shall be provided to the FBI within 30 days of laboratory receipt of the audit documents or report.

STANDARD 15.6

Document ID	Revision	Approval	Date Published
1821	9	Supervising Criminalist - Biology	8/29/2018 8:09:24 AM

Internal and external audit documentation shall be retained and available for inspection during subsequent audits.

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